

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, JUNE 6TH (6PM) Via Zoom

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

Meeting was called to order at: 6:03pm

Board Members present

Craig Nicholson - President
Joe Mora - Vice President
Christine Hall - Treasurer
Tamara Simmons - Secretary
(joined at 7:27pm)
Colin Smith - Member-at-Large

**Managers & Employees
present:**

James Nguyen of Bartlein
Bob Bartlein of Bartlein
Julia Ambat, Scribe

Homeowners present:

Catherine Levya #369
Kathie Taylor #271
Lois Cunningham #254
Bruce Trowbridge #364
Tami Jauchen #264
Harold Schaff #229
Paul Stumpf #225
Naomi Bruemmer #270

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Catherine Leyva #369: Noticed that the siding on the stairs is pushed in and it appears to be the newer siding, not the older siding. She will send James a picture of the issue (7640 building). She also asked about the guidelines for animals, specifically why ADA dogs can be more than 25 pounds. Colin clarified that ESA or ADA dogs cannot be legally restricted by the HOA.

Bruce Trowbridge #364: Asked for an update on the conversation between the Board and his insurance. On May 29th, his insurance sent an email requesting the Board come up with their own release, but his insurance has not received a response. To be further discussed in executive session.

Tami Jauchen #264: Inquired if there is a plan to power wash the building's exterior soon, as they are all dirty. She formally requested this repair to get on the Board's action list, as it is not currently prioritized.

Harold Schaff #229: Inquired as to how he will get paid for the repairs taking place in his unit due to fallen tree. To be discussed more in 5a.

Paul Stumpf #225: Sent two emails to the email on the website but has not received any response. He asked where to send emails to get a response and also inquired about the power washing. Additionally, he noted a cardboard covering a drain cover that sounded like water running under it. James mentioned a plumber is scheduled for a cleanout this week. Paul said power washing was requested a year and a half ago with no response, noting it's not feasible for owners to do it themselves. Craig said the last time buildings were power washed was in 2019 due to droughts, but agreed it should be addressed soon. Colin indicated that emails to the website are (or should be) being forwarded to James, and several people agreed if Paul wanted a quicker response, he can call James (if immediate attention is warranted) or email James directly.

Lois Cunningham #254: Requested clarification on the protocol for loading or unloading bulky items from a unit when parking close is necessary and may block vehicles. She mentioned workers were aggressively confronted by a unit owner for doing so. Craig advised that if moving items in and out of a unit, the vehicle should be parked in the assigned space if possible. If not, be mindful of who is being blocked and be able to



move the vehicle if needed - it cannot be left unattended. Joe suggested informing nearby units ahead of time.

Chris Hall #351: Addressed cleaning the exterior of the units, noting it has been an unusual year with the weather. She recalled that prior to the drought, power washing was more frequent, but reiterated Craig's point about droughts preventing the association from conducting power washing. Chris encouraged owners to wash their balconies regularly.

3. **APPROVAL OF PRIOR MEETING MINUTES (5/9/24)**

a. Regular Session.

Chris motioned to approve the regular session meeting minutes from 5/9/2024. Craig seconded. This was unanimously approved.

b. Executive Session Summary (towing; release; fine; payment plan)

Joe motioned to approve the executive session meeting minutes from 5/9/2024. Chris seconded. This was unanimously approved.

4. **TREASURER, OFFICERS & COMMITTEES**

a. Reading of the Treasurer's Report.

Reserve expenditures last month: None

Operating Expenses are about 15+% below budget thru end of last month on cash basis

Suggested Motion: Move to approve the Treasurer's report and confirm the Board has reviewed all financial information each month as required by Civil Code Section 5500 including, but not limited to, the Association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Association's budget or otherwise approved by the Board.

Chris read through the treasurer's report. Craig noticed that 5 or 6 units have not updated their autopayments to reflect the new dues and are still paying the 2023 amount. James said he would double-check this for them. Craig also noted in the April treasurer's packet that Tamara had paid her charging fees and in May, Tom and Valerie had paid. However, neither of them paid in the other month. James clarified that Tom and Valerie were traveling all of April, so they did not have to pay. Joe noted that Tamara did not drive her car in May, so she didn't need to pay the fees. Chris moved to approve the motion as prevented in the printed agenda. Craig seconded. The motion was unanimously approved.

b. Landscape recommendations & proposals – tree work

Enviroscaping has been tackling the weeds aggressively and had large crews working in the complex. Mark Crane's tree service completed the previously approved tree removal. A proposal for tree replacement will be brought to the board next month.

c. Committees (EV, Architectural, Website, Solar, Events, etc.)

Nothing to report.

d. Caretaker or pool report

Nothing to report.

e. Vendor evaluations

Complaint against Big Green: Enviroscaping cleaned out the trash enclosures due to their filthy condition, highlighting Big Green's negligence. There was a discussion about clarifying communications, but Joe reminded the board that this issue has occurred before, where James contacts Big Green, they improve for a week, then revert to their usual behavior. Also, Big Green seems to typically assign one person to each service call for the whole complex, when the previous vendor was using 3 to 4. Craig requested Big Green be informed that their standards need to improve going forward.



Chris wanted to acknowledge the excellent job Envirosaping has been doing with landscaping.

5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

- a. 7626 rebuild & ins. claim; Rec'd \$457,742.28; Approval needed for Beachside invoices rec'd; ratify
- Bob explained the insurance process: The association holds a replacement cost policy and receives an initial check for the estimated damages and cost of replacement. The association must ensure the funds are disbursed proportionally according to the policy, and all the needed replacement repairs are completed. Once work is completed, contractors should submit their bills to the association for reimbursement with proper documentation. The association will then pay the bill if it is for proper replacement costs. If a unit owner wants to use their own contractor, the contractor must submit documentation of proper licensing, bonding and insurance, and the invoice for reimbursement.

The association then issues a joint check that is payable to both the Owner and the Owner's contractor once the work is completed and an invoice is submitted for payment. This reimbursement does not include any upgrades. Craig asked how unit owners like Harold can get reimbursed if they had already incurred material replacement costs. Bob reiterated that the contractor should submit an invoice for both the work and material costs incurred by the Owner, once the work is completed. The association then sends a joint check to both the Owner and the Owner's contractor.

Harold asked how he can pay his contractors if they paint his unit. Bob reiterated that the HOA can pay for the work once the work is completed, but they need to submit the required documents for the insurance to cover the quoted, replacement-cost amount. If the amount allocated for replacement-cost is insufficient for any item, like painting his unit, Bob noted that the initial quote is depreciated and will be reevaluated when all work is completed. Further discussion ensued about the best approach for Harold. The association advised Harold to work with Don to complete the authorized, replacement-cost work and submit the invoices once the work is completed, which can then be taken back to the insurance company for consideration if more funds are needed.

- b. Leak from #364 into #264 & #131 - ins funds disbursed to #264 & #131; w/hold #364; Deductible Release
- Tami reminded the board that Bruce Trowbridge is personally responsible for the deductible. She also noted that he refuses to conduct a mold test, which could become a long-term issue. This will be further discussed in the executive session.
- c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);
- Bob suggested hiring an independent adjuster to handle all the insurance disbursements to prevent ongoing questions from unit owners (as seen in 5a). The invoices submitted so far total \$118,000. Craig wanted to know if these invoices match the allocations from the insurance. He expressed uncertainty about authorizing invoices without knowing if they align with what the insurance will cover. Further discussion ensued on how best to proceed with these invoices. They reviewed the most current sheet from the insurance claim.

Joe moved a motion to pay all invoices for common areas (not related to specific units), totaling \$42,097. Chris seconded the motion. The motion was unanimously approved, with Tamara abstaining. Joe then motioned to approve specific unit costs up to the amount allocated by the insurance. Chris seconded. Craig said he will authorize these invoices as they come in. This was unanimously approved, with Tamara abstaining.

The Service Master invoice from the last meeting has been paid.

Bill from Structural Engineer for Permits: \$2,516. Craig moved to ratify this payment. Joe seconded. The motion was unanimously approved.

Re-Roofing of the 7626 Building: Craig moved a motion to ratify the decision to re-roof the rest of the 7626 building not covered by insurance. Chris seconded. The motion was unanimously approved. Chris moved a motion to pay for this out of reserves. Joe seconded. The motion was unanimously approved.



d. Updating the gov docs; 2nd draft of bylaws & CC&Rs; survey results

Response: 30% owner response. Strong consensus (generally 60% to 85% of the responders) that exclusive-use patio/balcony utility doors, electrical utilities and fixtures, plumbing and plumbing fixtures (wherever located), and gas lines, fixtures and outlets within the unit are the responsibility of the Unit, together with the utility closets/enclosures which belong to the unit. The only item that had a slight majority (55%) in favor of HOA responsibility was gas lines located outside the unit.

The board felt a larger response was needed. Bob suggested extending the deadline to get at least 51% of responses.

Joe moved a motion to extend the survey deadline for another month and to revise the survey by adding a third option for all polled items, not just the gas lines, where the HOA could take care of them and bill the unit owner. Colin seconded. The new deadline is set for July 8th. Owners can revote if they care about the third option or keep their original vote.

Discussion included having a third option for the gas lines, where the HOA could take care of them and then bill the unit owner.

e. Review Budget
Discussion tabled.

f. Gas lines projects – installing tags on each line (Jim Dewey);
Discussion tabled.

g. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)
Discussion tabled.

h. Consolidated Overhead upgrades to gates, gym & pool access control
Discussion tabled.

i. Pool facilities & sauna; other related issues; handicap seating; plexi glass / mesh for pool gate
Discussion tabled.

j. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.

k. EV charging stations
Discussion tabled.

l. Inspection of elevated walkways & balconies – by Focused Group
Discussion tabled.

m. Pedestrian pathway improvements mailbox kiosk across from 7632
Discussion tabled.

n. Utility closets at 7628 #117
Discussion tabled.

o. Repair front common deck by front door #361
Discussion tabled.

p. Gate code to change on 7/1/24 to “1225”
Discussion tabled.



- q. Meeting in person - equipment required for zoom capability
Craig discussed the possibility of having a few laptops running for those who cannot meet in person, enabling the resumption of in-person meetings. There was a discussion about the minimum technology requirements needed to facilitate a hybrid meeting. Colin explained the audio limitations of having laptops running in a zoom meeting as opposed to a traditional zoom meeting.
- r. Fire safety – quote for radios / walkie-talkie;
Discussion tabled.
- s. Air table
Discussion tabled.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. Approving future unit windows replacement by owners / Retrofit / insert windows
Discussion tabled.
- b. Sewer lateral cleaning - Drain Masters to Hydro Jet (\$5,950)
Chris moved a motion to approve this proposal. Joe seconded. This was unanimously approved.
- c. Replacement of stair treads & brackets
Discussion tabled.
- d. Parking policy - overnight in vehicle
Discussion tabled.
- e. Rekeying common doors
Discussion tabled.
- f. Vehicle towing procedures
Discussion tabled.
- g. Other items to be put on next month's agenda
Discussion tabled.

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine; disability

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT at 9:00pm (Scheduled meeting 7/11/24 @ 6PM via Zoom)

Prepared By: Julia Ambat (Scribe) 6/6/24

